



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MAR 13 2017

Sydney Hupp

(b) (6)

Dear Ms. Hupp:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Special Assistant to the Chief of Staff, located in the Office of the Administrator; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$66,510 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will be \$66,510;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; and
- ▶ You will work a full-time schedule

The effective date of your appointment is March 13, 2017. We ask that you report for employee orientation on **Monday, March 13, 2017 at 8:30 am**. You will be met at the William Jefferson Clinton North guard station. Please give me a call when you arrive at the guard station on 202-564-0394. I can either meet you at the guard's station or in your office and we will then move to the orientation location.

You can reach the Agency by taking the Metro Commuter Rail. Board the Blue or Orange line train and get off at the Federal Triangle Metro Stop. Enter the U.S. Environmental Protection Agency William Jefferson Clinton North Building on your immediate right.

What to Bring on Your First Day Monday, March 13, 2017

► . You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, March 13th.

- a. Optional Form 306, Declaration for Federal Employment - https://www.opm.gov/forms/pdf_fill/of0306.pdf
- b. Standard Form 144, Statement of Prior Federal Service - https://www.opm.gov/forms/pdf_fill/SF144.pdf
- c. Standard Form 256, Self-Identification of Disability - https://www.opm.gov/forms/pdf_fill/sf256.pdf
- d. Standard Form 181, Ethnicity and Race Identification - https://www.opm.gov/forms/pdf_fill/sf181.pdf
- e. Form 2231, FastStart Direct Deposit (need a voided check) - <https://www.fiscal.treasury.gov/fsservices/gov/pmt/ef/2231.pdf>
- f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- Social Security card issued by the Social Security Administration.
- Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

Benefits

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

- 10 paid Federal Holidays per year
- 13 days of sick leave each year based on the hours earned each pay period
- 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>

- ▶ Group Term Life Insurance Program
- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on 202-564-4059 to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me.

Sincerely yours,



Howard Barnett
Executive Resources Staff
Office of Human Resources



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JUN 6 2017

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Sydney Hupp

(b) (6)

Dear Ms. Hupp:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Executive Scheduler for the Office of the Administrator. This position is in the Office of the Administrator, Immediate Office; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$66,510 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will continue to be \$66,510;
- ▶ Your supervisor will continue to be Ryan Jackson, Chief of Staff to the Administrator; and
- ▶ You will continue to work a full-time schedule

Benefits

Your elected employee benefits will carry over from your previous Administratively Determined (AD) appointment to this one. Because you are a current EPA employee, you cannot make any changes to your elected benefits until the scheduled open season period. If you have any questions regarding the open season period for employee benefits, please call Karmel Ferebee on (202) 564-4059.

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on (202) 564-0394.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'H. Barnett', with a stylized, cursive flourish.

Howard Barnett
Executive Resources Staff
Office of Human Resources